

POLICE PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Police Personnel Technician exists is to perform clerical work in support of the police department, human resources, and payroll to continually improve services to employees. This classification is non-supervisory and receives general supervision from the Police Personnel Supervisor.

ESSENTIAL FUNCTIONS:

Prepares, maintains, updates and ensures security and confidentiality of police department personnel files. Types (on computer terminal and manual typewriter) and processes personnel and pay forms; requiring continuous and repetitive arm, hand and eye coordination and movement. Seeks out innovative ways to streamline and improve paper flow processes.

Updates and maintains various reports related to various employee information, such as seniority, addresses, sick time, review dates, etc.

Notifies (through written reports) the appropriate staff of vacant police positions. Types and processes staffing requests to align employees to authorized positions. Notifies supervisors when performance evaluations are due and advises the Deputy Chief of overdue reviews. Processes completed performance evaluations by typing, filing, sorting and mailing to appropriate staff. Bends and stoops to file and retrieve personnel files and forms. Acts as SP3 partner for police department.

Researches annual awards consideration information and reports the results to the Police Chief. Reviews personnel files to determine basic promotion and assignment eligibility and notifies the appropriate city staff.

Computes, maintains, updates, and reports monthly department bonus program statistics; processes all approvals; monitors awards budget. Follows prescribed procedures and performs average difficulty mathematical calculations. Acts as alternate work schedule coordinator.

Performs special audits of personnel files. Researches, compiles, maintains and reports salary savings percentages and demographic figures. Writes, conducts, compiles and reports survey results. Writes and coordinates operations orders concerning personnel procedures.

Assigns serial numbers to all new employees and maintains master serial number listing. Greets and conducts tour of facility for new employees. Makes and distributes security name badges to department personnel.

Listens and communicates effectively with all those encountered in the course of work.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

Microsoft Office products, in particular Word, Excel, and ACCESS.

Business English, spelling and grammar.

Basic arithmetic.

Office practices and procedures.

Ability to:

Maximize the use of information technology skills in the performance of job duties; be proficient in report writing and research.

Sort, separate, arrange, file, and distribute files and paperwork, which are detailed, confidential, sensitive and statistical in nature.

Plan, and schedule own work.

Prioritize simultaneous tasks independently.

Be detail oriented.

Demonstrate good follow through skills.

Enter data or information into a PC requiring continuous and repetitive arm, hand and eye movement.

Comprehend and make inferences from written material and verbal and/or written instructions. Communicate orally in-person, over the telephone, in writing to interpret and explain City Human Resources policies and procedures.

Education and Experience

A minimum of two years experience in clerical or paraprofessional areas of human resources or closely related

FLSA Status: Non-Exempt

HR Ordinance Status: Classified